Provider Search General Information

The Provider Search is the mechanism where a member or provider can search for providers by location and/or with limitations based on such things as provider specialty, languages spoken, etc.

Providers or members will need to enter a minimum of one of the following search criteria, in addition to the defaults:

- Provider Name (Last Name or Organization Name)
- Using 'Exact' option or
- Using 'Starts With' option

- Provider Type
- If no selection, all provider types will be returned
- Only one provider type can be selected
- Provider Specialty - if provider type is selected, any associated specialties will display within another drop down

- Language
- English – default
- English selection will retrieve all 'English' and providers with no language selection

- Location
- Number & Street
- City
- State – default to VA
- Zip

Search results will be displayed in provider last name/organization name order.

There will be a weekly batch program that will extract data from the DB2 files to establish the provider pool that the portal will search against.

This program will determine the provider pool based on the following categories:

- New providers

- Providers enrolled within the last 180 days (less than or equal to 180 calendar days) will be included

  - Active providers
- Billing and/or servicing providers associated with a claim submitted within the last 6 months (calendar days)

There will also be a mechanism for providers to request (through DMAS) to opt out of the provider search results. DMAS will notify ACS of a provider that's received authorization to be excluded. With that notification, ACS will add the provider directly to the Exclusion database (no entry screen for the exclusion will be built as part of this project). If a provider is later determined, via DMAS, to be included in the search pool, ACS will move the provider directly from the Exclusion database.

The results of the entered search criteria will be filtered against this exception table and any providers that reside on that table will be removed prior to the results being displayed.

Data Elements

- Search Provider Last Name or Organization (PDE-0100)
- Search Provider First Name (PDE-0101)
- Search Provider Type (PDE-0102)
- Search Provider Specialty (PDE-0103)
- Search Provider Language (PDE-0104)
- Search Provider Address (PDE-0105)
- Search Provider Locality (PDE-0106)
- Search Provider City/County (PDE-0107)
- Search Provider State (PDE-0108)
- Search Provider Zip (PDE-0109)
- Search Provider Name (PDE-0110)
- Search Provider Service Phone (PDE-0130)
- Servicing Provider ID (NPI/API) (PDE-0210)
- Servicing Provider Add Date (PDE-0220)
- Billing Provider ID (NPI/API) (PDE-0230)

Search Provider Last Name or Organization (PDE-0100)

General Information

An individual provider's last name or an organization's name.

Page	Find a Health Care Provider – Search PS-S-0001
Portlet Name	Provider Name Search
Element Type	Text
Data Type	Alphanumeric
Field Type	Enterable
Size	22
MMIS Source (if applicable)	Derived out of T_PROV_NAME
MMIS DE# (if applicable)	DE4249

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field is enterable but not required.
PS-BR-0002	If the 'Starts With' radio button is selected on the online screen and an entry is made in this field, it needs to be a minimum of 2 characters.
PS-BR-0003	If the 'Exact' radio button is selected on the online screen an entry must be made.

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider First Name (PDE-0101)

General Information

An individual provider's first name or a continuation of an organization's name.

Page	Find a Health Care Provider – Search PS-S-0001
Portlet Name	Provider Name Search
Element Type	Text
Data Type	Alphanumeric
Field Type	Enterable
Size	14
MMIS Source (if applicable)	Derived out of T_PROV_NAME
MMIS DE# (if applicable)	DE4249

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field is enterable but not required.
PS-BR-0002	If the 'Starts With' radio button is selected on the online screen and an entry is made in this field, it needs to be a minimum of 2 characters.
PS-BR-0003	If the 'Exact' radio button is selected on the online screen an entry must be made.

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Type (PDE-0102)

General Information

The valid provider types associated with the active servicing site. There will be up to108 provider types.

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Type and General Preferences Search Search Results
Element Type	Display
Data Type	Numeric
Field Type	Protected; Selectable
Size	3
MMIS Source (if applicable)	C_PROV_TYPE
MMIS DE# (if applicable)	DE4006

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field can be selected from a drop down list but is not required.

Valid Values

Note: Though the valid values for provider type contain more than those listed below, only those noted will be used for this project.

Valid Value	Description
001	Hospital, in-state, General
002	State Mental Hospital (Aged)
003	Private Mental Hospital (inpatient psych)
004	Long Stay Hospital

007	State Mental Hospital (less than age 21)
008	State Mental Hospital (Med-Surge)
010	Skilled Nursing Home Non Mental Health
011	Skilled Nursing Facility - Mentally Retarded
012	Long Stay Inpatient Hospital - Mental Health
014	Rehab Hospital
015	Intermediate Care Facility
016	Intermediate Care Facility - Mental Health
017	ICF - Mentally Retarded - State Owned
018	ICF - Mentally Retarded - Community Owned
019	CORF (Outpatient Rehab Facility)
020	Physician
021	Licensed Professional Counselor
022	Treatment Foster Care Program
023	Nurse Practitioner
025	Clinical Psychologist
026	Chiropractor
028	Skilled Nursing Facility - State
029	Intermediate Care Facility - State
030	Podiatrist
031	Optometrist
032	Optician
034	Clinical Nurse Specialist - Psychiatric only
036	Case Management
038	Hearing Aid
044	Audiologist
046	Hospice
047	Respite Care
048	Adult Day Health Care
049	Ambulatory Surgical Center
050	Renal Unit
051	Health Department Clinic
052	Federally Qualified Health Center
053	Rural Health Clinic
055	Personal Care
056	Mental Health Mental Retardation
057	Rehab Agencies
058	Home Health Agency - State
059	Home Health Agency - Private
060	Pharmacy
061	Family Caregiver Training

062	Durable Medical Equipment/Supplies
063	Private Duty
064	Prosthetic Services
070	Independent Laboratory
072	Education Services
073	Case Management Waiver
076	Licensed Clinical Social Worker
077	Psych Residential Inpatient Facility
079	Assisted Living
080	Transportation
082	Emergency Air Ambulance
083	Out-of-State Transportation
084	Out-of-State Emergency Air Ambulance
085	Out-of-State Rehab Hospital
090	Out-of-State Supply Equipment
091	Out-of-State Hospital
092	Out-of-State Skilled Care Facility
093	Out-of-State Clinic
094	Out-of-State Home Health
095	Out-of-State Physician
096	Out-of-State Pharmacy
097	Out-of-State Dental
098	Out-of-State Laboratory
099	Medicare Crossover
101	School Psychologist
102	Marriage and Family Therapist
103	Substance Abuse Practitioner
104	PACE Provider
105	Certified Professional Midwives
106	Transition Coordinator
108	Early Intervention

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Specialty (PDE-0103)

General Information

The provider's certified medical specialty(ies).

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Type and General Preferences Search Search Results
Element Type	Display
Data Type	Numeric
Field Type	Protected; Selectable
Size	3
MMIS Source (if applicable)	C_SPECIALTY
MMIS DE# (if applicable)	DE4007

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field can be selected from a drop down list but is not required.
PS-BR-0005	Only the specialties associated with a particular provider type will be used for display purposes. This determination will be made using the same associations as the mainframe (based on the PS-PVTYPE-SPEC-R DB2 Table). If no specialty is selected, all specialties associated with that provider type will be included in the search.

Valid Values

Note: Though the valid values for provider specialty contain more than those listed below, only those noted will be used for this project.

Valid Value	Description
001	Ambulance
009	Neo-natal Ambulance
016	DD Waiver
017	DD Waiver Support Coord
018	Special ED Audiologist
019	Special ED Personal Care Services
020	Special ED Transportation
021	Air Ambulance
022	OB/GYN Nurse Practitioner
023	Family Nurse Practitioner
024	Pediatric Nurse Practitioner
025	Special ED Nursing Services
026	Special ED PSYCH services
030	ACR (Adult Care Residence)-AAA
036	Case Management
037	Nutrition
038	Patient Education
040	Consumer-Directed Personal Attendant
041	Mental Health Clinic
047	Substance abuse
048	Regular Assisted Living
049	Intensive Assisted Living
053	Family Practice
056	General Practice
057	Anesthesiology
058	Colon/Rectal Surgery
059	Dermatology
060	Internal Medicine
061	Neurological Surgery
062	Obstetrics and Gynecology
063	Ophthalmology
064	Orthopedic Surgery
065	Otolaryngology
066	Pathology
067	Neonatology, Pediatrics
068	Phys Med/Rehab

069	Unit Dose/Plastic Surgery
070	Preventive Medicine
071	PSY and NEUR
072	Radiology
073	General Surgery
074	Thoracic Surgery
075	Urology
080	Oral Surgery
087	AIDS
090	Elderly Case Mg
101	Plastic Surgery
105	Alzheimer's Assisted Living
107	Adult Nurse Practitioner
108	Geriatric Nurse Practitioner
109	Neonatal Nurse Practitioner
110	Acute Care Nurse Practitioner
111	Psychiatric Nurse Practitioner
112	Certified Nurse Midwife Nurse Practitioner
113	Full PACE(Program for All Inclusive Care for Elderly)
114	Children's Group Home Level A
115	Therapeutic Group Home Level B
116	Early Intervention Provider Specialty
117	CMHP Transition Coordinator
119	Early Intervention Targeted Case Management
127	Telemedicine

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Language (PDE-0104)

General Information

Indicates the type of language spoken in the provider's office.

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Type and General Preferences Search Search Results
Element Type	Display
Data Type	Alphanumeric
Field Type	Protected; Selectable
Size	1
MMIS Source (if applicable)	C_LANGUAGE_CVAL
MMIS DE# (if applicable)	DE4420

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field can be selected from a drop down list but is not required.
PS-BR-0005	Default value is E - 'English'; if 'English' is selected, then results will include both providers with 'English' as well as those with no language selections.
PS-BR-0013	Though 'Other' is a valid language and will be displayed with a provider's results, it is not to be in the Language option drop down list to be used as search criteria.

Valid Values

Valid Value	Description
E	English

F	Farsi
H	Hindi
K	Korean
O	Other (Will only be displayed in the results; is not a search option in the Language drop down)
S	Spanish
V	Vietnamese

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables – Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Address (PDE-0105)

General Information

Address number and street of the provider's servicing site.

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Location Search Search Results
Element Type	Display
Data Type	Alphanumeric
Field Type	Enterable
Size	40
MMIS Source (if applicable)	T_ADDR_LINE
MMIS DE# (if applicable)	DE4097

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field enterable but is not required.

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Locality (PDE-0106)

General Information

The locality (FIPS code) associated with a provider's servicing site.

Page	Find a Health Care Provider – Search PS-S-0001
Portlet Name	Provider Location Search
Element Type	Display
Data Type	Alphanumeric
Field Type	Selectable
Size	3
MMIS Source (if applicable)	I_LOCALITY
MMIS DE# (if applicable)	DE4089

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field can be selected from a drop down list but is not required.
PS-BR-0007	For search criteria, this value will be from the valid value table for city/county, based on the MMIS Locality Code and Locality Name (DE 5255). See Portal Tables for additional detail.

Valid Values

Valid Value	Description
1	ACCOMACK
3	ALBEMARLE
5	ALLEGHANY
7	AMELIA
9	AMHERST
11	APPOMATTOX
13	ARLINGTON
15	AUGUSTA
17	BATH
19	BEDFORD COUNTY

21	BLAND
23	BOTETOURT
25	BRUNSWICK
27	BUCHANAN
29	BUCKINGHAM
31	CAMPBELL
33	CAROLINE
35	CARROLL
36	CHARLES CITY
37	CHARLOTTE
41	CHESTERFIELD
43	CLARKE
45	CRAIG
47	CULPEPER
49	CUMBERLAND
51	DICKENSON
53	DINWIDDIE
57	ESSEX
59	FAIRFAX COUNTY
61	FAUQUIER
63	FLOYD
65	FLUVANNA
67	FRANKLIN COUNTY
69	FREDERICK
71	GILES
73	GLOUCESTER
75	GOOCHLAND
77	GRAYSON
79	GREENE
81	GREENSVILLE
83	HALIFAX
85	HANOVER
87	HENRICO
89	HENRY
91	HIGHLAND
93	ISLE OF WIGHT
95	JAMES CITY COUNTY
97	KING AND QUEEN
99	KING GEORGE
101	KING WILLIAM
103	LANCASTER

105	LEE
107	LOUDOUN
109	LOUISA COUNTY
111	LUNENBURG
113	MADISON
115	MATHEWS
117	MECKLENBURG
119	MIDDLESEX
121	MONTGOMERY
125	NELSON
127	NEW KENT
131	NORTHAMPTON
133	NORTHUMBERLAND
135	NOTTOWAY
137	ORANGE
139	PAGE
141	PATRICK
143	PITTSYLVANIA
145	POWHATAN
147	PRINCE EDWARD
149	PRINCE GEORGE
153	PRINCE WILLIAM
155	PULASKI
157	RAPPAHANNOCK
159	RICHMOND COUNTY
161	ROANOKE COUNTY
163	ROCKBRIDGE
165	ROCKINGHAM
167	RUSSELL
169	SCOTT
171	SHENANDOAH
173	SMYTH
175	SOUTHAMPTON
177	SPOTSYLVANIA
179	STAFFORD
181	SURRY
183	SUSSEX
185	TAZEWELL
187	WARREN
191	WASHINGTON
193	WESTMORELAND

195	WISE
197	WYTHE
199	YORK
510	ALEXANDRIA
515	BEDFORD CITY
520	BRISTOL
530	BUENA VISTA
540	CHARLOTTESVILLE
550	CHESAPEAKE
560	CLIFTON FORGE
570	COLONIAL HEIGHTS
580	COVINGTON
590	DANVILLE
595	EMPORIA
600	FAIRFAX CITY
610	FALLS CHURCH
620	FRANKLIN CITY
630	FREDERICKSBURG
640	GALAX
650	HAMPTON
660	HARRISONBURG
670	HOPEWELL
678	LEXINGTON
680	LYNCHBURG
683	CITY OF MANASSAS
685	MANASSAS PARK
690	MARTINSVILLE
700	NEWPORT NEWS
710	NORFOLK
720	NORTON
730	PETERSBURG
735	POQUOSON
740	PORTSMOUTH
750	RADFORD
760	RICHMOND CITY
770	ROANOKE CITY
775	SALEM
780	SOUTH BOSTON
790	STAUNTON
800	SUFFOLK

810	VIRGINIA BEACH
820	WAYNESBORO
830	WILLIAMSBURG
840	WINCHESTER

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider City/County (PDE-0107)

General Information

The city associated with the provider's servicing site.

Page	Find a Health Care Provider – Results PS-S-0002
Portlet Name	Search Results
Element Type	Display
Data Type	Alphanumeric
Field Type	Drop Down – protected; selectable
Size	17
MMIS Source (if applicable)	T_CITY
MMIS DE# (if applicable)	DE4130

Business Rules

Rule ID	Business Rule
PS-BR-0006	For the results screen, this value will be generated from the city extracted from the provider's MMIS record.

Valid Values

N/A.

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider State (PDE-0108)

General Information

The State associated with the provider's servicing site.

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Location Search Search Results
Element Type	Display
Data Type	Alphanumeric
Field Type	Drop Down; protected; selectable
Size	2
MMIS Source (if applicable)	T_STATE
MMIS DE# (if applicable)	DE4098

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field can be selected from a drop down list but is not required.
PS-BR-0008	For the results screen, this value will be generated from the state extracted from the provider's MMIS record.
PS-BR-0009	For search criteria, this value will be from the valid value table for states. Default value is 'VA'.

Valid Values

Based on the 2 character state abbreviation.

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Zip (PDE-0109)

General Information

The zip code associated with the provider's servicing site.

Page	Find a Health Care Provider – Search PS-S-0001 Find a Health Care Provider – Results PS-S-0002
Portlet Name	Provider Location Search Search Results
Element Type	Display
Data Type	Numeric
Field Type	Enterable
Size	5 digits for Search (main zip only) 9 digits for Results (displays main and extension, formatted with a dash between)
MMIS Source (if applicable)	T_ZIP
MMIS DE# (if applicable)	DE4099

Business Rules

Rule ID	Business Rule
PS-BR-0001	This field is enterable but is not required.
PS-BR-0011	Must be numeric.
PS-BR-0012	For Provider Search, must contain 5 digits.

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Search
PS-S-0002	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Name (PDE-0110)

General Information

An individual provider's last name, first name, middle initial and suffix or an organization's name.

Page	Find a Health Care Provider – Results PS-S-0002
Portlet Name	Search Results
Element Type	Text
Data Type	Alphanumeric
Field Type	Protected
Size	40
MMIS Source (if applicable)	T_PROV_NAME
MMIS DE# (if applicable)	DE4249

Business Rules

N/A

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Search Provider Service Phone (PDE-0130)

General Information

The provider's phone number associated with their servicing site, including area code. I

Page	Find a Health Care Provider – Results PS-S-0002
Portlet Name	Search Results
Element Type	Text
Data Type	Numeric
Field Type	Protected
Size	10
MMIS Source (if applicable)	T_PHONE_NUM
MMIS DE# (if applicable)	DE4090

Business Rules

N/A

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

Screen ID	Screen Name
PS-S-0001	Find a Health Care Provider - Results

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Servicing Provider ID (NPI/API) (PDE-0210)

General Information

The provider's national provider identifier or atypical provider identifier. This field will be used for internal processing and will not be displayed on the portal screens.

Page	N/A
Portlet Name	N/A
Element Type	Number
Data Type	Numeric
Field Type	Internal processing only
Size	10
MMIS Source (if applicable)	EWR-I-SRVC-PROV-SUBMT
MMIS DE# (if applicable)	DE4700

Business Rules

N/A

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0001	Provider Search – Claims Extraction
PS-O-0002	Provider Search – Provider Extraction
PS-O-0003	Provider Search – Provider Pool

Screens

N/A

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
PS-T-0001	Provider Pool Table

Servicing Provider Add Date (PDE-0220)

General Information

The date the provider record was added to the MMIS. This will be used in determining if a provider is 'new'; meeting the 180 day criteria.

Page	N/A
Portlet Name	N/A
Element Type	Date
Data Type	Numeric
Field Type	Internal processing only
Size	8
MMIS Source (if applicable)	D_PROV_ADDED
MMIS DE# (if applicable)	DE4061

Business Rules

N/A

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0002	Provider Search – Provider Extraction

Screens

N/A

Tables – MMIS/DB2

N/A

Tables - Portal

N/A

Billing Provider ID (NPI/API) (PDE-0230)

General Information

The billing provider's national provider identifier or atypical provider identifier. This field will be used for internal processing and will not be displayed on the portal screens.

Page	N/A
Portlet Name	N/A
Element Type	Number
Data Type	Numeric
Field Type	Internal processing only
Size	10
MMIS Source (if applicable)	EWR-I-BILL-PROV-SUBMT
MMIS DE# (if applicable)	DE4700

Business Rules

N/A

Valid Values

N/A

Outputs

Output ID	Output Name
PS-O-0001	Provider Search – Claims Extraction

Screens

N/A

Tables – MMIS/DB2

N/A

Tables - Portal

N/A

Outputs

- Provider Search – Claims Extraction (PS-O-0001)
- Provider Search – Provider Extraction (PS-O-0002)
- Provider Search – Provider Pool (PS-O-0003)
- Provider Search – Provider Pool Spreadsheet (PS-O-0004)

Provider Search – Claims Extraction (PS-O-0001)

General Information

This file is created as output from the weekly Provider Search – Claims Extraction program (PS-P-0001). This file will contain a list of the providers that have had submitted claims within the last six months and/or are new providers within the last 180 days.

File Name	Provider Search – Claims Extraction
Frequency	Weekly
Output Program	PS-P-0001
Input Program(s)	PS-P-0003

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.

Provider Search – Provider Extraction (PS-O-0002)

General Information

This file is created as output from the weekly Provider Search – Provider Extraction program (PS-P-0002). This file will contain a list of the active providers and their associated information. Program 10 and Program 11 providers will not be included in this file.

File Name	Provider Search – Provider Extraction
Frequency	Weekly
Output Program	PS-P-0002
Input Program(s)	PS-P-0003

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.
Servicing Provider Add Date (PDE-0220)	The date the provider initially became a Medicaid provider.
Search Provider Last Name or Organization (PDE-0100)	An individual provider's last name or an organization's name.
Search Provider First Name (PDE-0101)	An individual provider's first name or continuation of organization name.
Search Provider Address (PDE-0105)	A Provider's number and street address for the active servicing site. There will be a record written for each active servicing site associated to an active provider.
Search Provider City/County (PDE-0107)	The city/county associated with the active servicing site.
Search Provider	The state associated with the active servicing site.

State (PDE-0108)	
Search Provider Zip (PDE-0109)	The zip code associated with the active servicing site.
Search Provider Service Phone (PDE-0130)	The area code and phone number associated with the active servicing site.
Search Provider Type (PDE-0102)	The valid provider types associated with the active servicing site. There will be up to 108 provider types.
Search Provider Specialty (PDE-0103)	This is a drop down list of all valid provider specialties aligned with the provider types (only) associated with the active servicing site. There will be up to 119 provider specialties.
Search Provider Language (PDE-0104)	The valid languages supported by this servicing provider. There will be up to 7 languages.
Search Provider Locality (PDE-0106)	The locality/FIPS code associated with the provider's servicing address.

Provider Search – Provider Pool (PS-O-0003)

General Information

This file will contain the providers that are eligible to be part of the provider search pool. It will contain provider information that will be used to search against, for all active providers that have had claims submitted in the last six months and/or new providers that joined in the last 180 days (less than or equal to 180 days).

File Name	Provider Search – Provider Pool (PS-O-0003)
Frequency	Weekly
Output Program	PS-P-0003
Input Program(s)	Provider Search – Provider Pool Table (PS-T-0001)

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.
Search Provider Last Name or Organization (PDE-0100)	An individual provider's last name or an organization's name.
Search Provider First Name (PDE-0101)	An individual provider's first name or continuation of organization name.
Search Provider Address 1 (PDE-0105)	A Provider's number and street address for the active servicing site. There will be a record written for each active servicing site associated to an active provider.
Search Provider Address 2 (PDE-0106)	Additional provider address information for the active servicing site. .
Search Provider City/County (PDE-0107)	The city/county associated with the active servicing site.

Search Provider State (PDE-0108)	The state associated with the active servicing site.
Search Provider Zip (PDE-0109)	The zip code associated with the active servicing site.
Search Provider Service Phone (PDE-0130)	The area code and phone number associated with the active servicing site.
Search Provider Type (PDE-0102)	The valid provider types associated with the active servicing site. There will be up to 108 provider types. This file will contain the 3 digit provider type code.
Search Provider Locality (PDE-0106)	The locality/FIPS code associated with the provider's servicing address.
Search Provider Specialty (PDE-0103)	This is a drop down list of all valid Provider specialties aligned with the provider types associated with the active servicing site. There will be up to 119 provider specialties.
Search Provider Language (PDE-0104)	The valid languages supported by this servicing provider. There will be up to 7 languages.

Provider Search – Provider Pool Spreadsheet (PS-O-0004)

General Information

This file will contain the providers that are eligible to be part of the provider search pool. It will contain provider information that will be used to search against, for all active providers that have had claims submitted in the last six months and/or new providers that joined in the last 180 days (less than or equal to 180 days). This is an Excel spreadsheet that will overlay the previous week's version. The spreadsheet contains all the fields that would display in the provider search results screen.

This spreadsheet will be accessed via a URL added to a VA website for open source data.

File Name	Provider Search - Provider Pool (PS-O-0004)
Frequency	Weekly
Output Program	PS-P-0004
Input Program(s)	Provider Search - Provider Pool Table (PS-T-0001)

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.
Search Provider Last Name or Organization Â (PDE-0100)	An individual provider's last name or an organization's name.
Search Provider First Name (PDE-0101)	An individual provider's first name or continuation of organization name.
Search Provider Address 1 (PDE-0105)	A Provider's number and street address for the active servicing site. There will be a record written for each active servicing site associated to an active provider.
Search Provider Address 2 (PDE-0106)	Additional provider address information for the active servicing site.
Search Provider City/County (PDE-0107)	The city/county associated with the active servicing site.
Search Provider	The state associated with the active servicing site.

State Â (PDE-0108)	
Search Provider Zip (PDE-0109)	The zip code associated with the active servicing site.
Search Provider Ser- vice Phone (PDE-0130)	The area code and phone number associated with the active servicing site.
Search Provider Type Â (PDE-0102)	The valid provider types associated with the active servicing site. There will be up to 108 provider types. This file will contain the 3 digit provider type code.
Search Provider Spe- cialty (PDE-0103)	This is a list of all valid Provider specialties aligned with the provider types associated with the active servicing site. There will be up to 119 provider specialties.
Search Provider Lan- guage (PDE-0104)	The valid languages supported by this servicing provider. There will be up to 7 languages.

Programs

- Provider Search – Weekly Claims Extraction (PS-P-0001)
- Provider Search – Weekly Provider Extraction (PS-P-0002)
- Provider Search – Establish Provider Pool (PS-P-0003)
- Provider Search – Utility Batch Initializer (PS-P-0004)

Provider Search – Weekly Claims Extraction (PS-P-0001)

General Information

This program will look at the last six months of the claims extract and compile a list of any NPI with submitted claims.

Any Billing or Servicing providers associated with a claim submitted within six month period will become part of this file.

The most recent 6 months of the monthly claims extract file (File VAP.PRODT.PR.CPF009.CPR100.CPEXTMTH – copybook CP-F-009) will be needed, along with any weekly files (File VAP.PRODT.PR.CPF0011.CPR100.EXTRCT – copybook CP-F-011) since the last monthly extract.

Using the current date determine the 6 month ending date. The NPI/API number associated with any billing or servicing provider who submitted a claim within the determined 6 month duration will be extracted and written to a file.
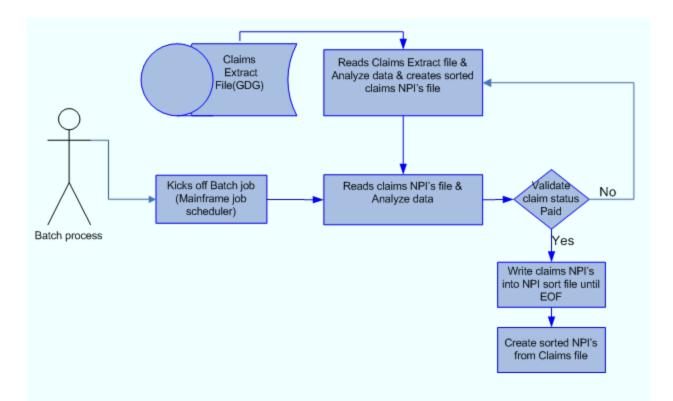
The servicing NPI/API will be written to the file and if there's a billing NPI/API (different from the servicing), it will also be written to the file, otherwise the billing NPI/API will be null.

The Provider Search – Claims Extraction (PS-O-0001) file will contain the following:
- Servicing NPI/API (PDE-0210)
  - MMIS Source - EWR-I-SRVC-PROV-SUBMT (DE4700)

- Billing NPI/API (PDE-0230)
  - MMIS Source - EWR-I-SRVC-PROV-SUBMT (DE4700)

After all the claims have been read, the NPI/API extracted file will be de-duped and sorted in Servicing NPI number order.

Processing

```
                              ┌──────────────────────────┐
                              │ Reads Claims Extract file │
   ┌─────────────┐            │  & Analyze data & creates │
   │   Claims    │            │    sorted claims NPI's    │
   │   Extract   │            │           file            │
   │  File(GDG)  │            └──────────────────────────┘
   └─────────────┘                         │
                                           ▼
  ●                                                                      ┌──────────────┐
 /│\      ┌──────────────┐    ┌──────────────────┐         ◇            │              │
 / \      │ Kicks off     │    │ Reads claims NPI's│    ╱Validate╲  No  │              │
          │ Batch job     │───▶│  file & Analyze   │──▶ ◇ claim status◇──────────────▶│
Batch     │ (Mainframe job│    │      data         │    ╲  Paid   ╱     │              │
process   │  scheduler)   │    └──────────────────┘         ◇            │              │
          └──────────────┘                              │  Yes
                                                         ▼
                                              ┌──────────────────┐
                                              │ Write claims NPI's│
                                              │ into NPI sort file │
                                              │    until EOF       │
                                              └──────────────────┘
                                                         │
                                                         ▼
                                              ┌──────────────────┐
                                              │ Create sorted NPI's│
                                              │  from Claims file  │
                                              └──────────────────┘
```

Provider Pool – Weekly Provider Extraction (PS-P-0002)
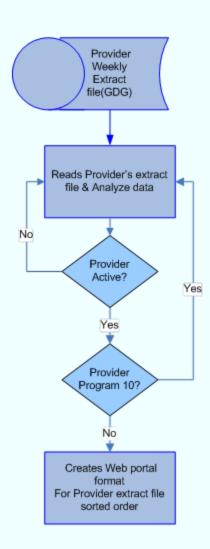
General Information

This program will go against the MMIS Provider files and extract all active providers and the associated information needed to create the provider pool information. Program 10 providers (Provider Program Code – DE 4208 = 10) and Program 11 providers (Provider Program Code – DE 4208 = 11) will not be included in this file.

This program will create a file, in NPI order, of all active providers containing the following information (Mainframe data element number noted):

- National Provider Identifier (NPI)
  - MMIS Source – T_PROV_NPI (DE4700)

- Provider Record Insert Date
  - MMIS Source – D_PROV_ADDED (DE4061)

- Provider Name - Provider Last Name, First or Provider Organization Name
  - MMIS Source – T_PROV_NAME (DE4249)

- Provider Address Line – Address information from active servicing sites only
  - MMIS Source – T_ADDR_LINE (DE4097)

- Provider Address City Name
  - MMIS Source – T_CITY (DE130)

- Provider Address State
  - MMIS Source – T_STATE (DE4098)

- Provider Address Zip Code
  - MMIS Source – T_ZIP (DE4099)

- Provider Phone Number
  - MMIS Source – T_PHONE_NUM (DE4090)

- Provider's Locality (FIPS) Code
  - MMIS Source – I_LOCALITY (DE4089)

- Provider Type
  - MMIS Source – C_PROV_TYPE (DE4006)

- Provider Specialty Code
  - MMIS Source – C_SPECIALTY (DE4007)

- Language(s)
  - MMIS Source – C_LANGUAGE_CVAL (DE4420)

Processing


```
┌─────────────────────┐
│   Provider          │
│   Weekly            │
│   Extract           │
│   file(GDG)         │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Reads Provider's    │
│ extract file &      │
│ Analyze data        │
└─────────────────────┘
          │
          ▼
       Provider
        Active?
          │ Yes
          ▼
       Provider
      Program 10?
          │ No
          ▼
┌─────────────────────┐
│ Creates Web portal  │
│ format              │
│ For Provider extract│
│ file sorted order   │
└─────────────────────┘
```

Provider Pool – Establish Provider Pool (PS-P-0003)

General Information

This program will read and compare the Weekly Claim Extraction file (PS-O-0001) and the Weekly Provider Extraction file (PS-O-0002), analyze the data and establish the Provider Pool (PS-O-0003) to update the portal database.

The Weekly Provider Extraction file will be the driving file. If the Provider Record Insert Date is within the last 180 days, the information from the Weekly Provider Extraction file is written to the Provider Pool file.

If the Provider Record Insert Date is greater than 180 days, then the program checks if either the servicing provider NPI/API or billing provider NPI (if not null) exists on the Weekly Claims Extraction file. If the provider exists, the information from the Weekly Provider Extraction file is written to the Provider Pool file.

If the provider does not exist on the Weekly Claim Extraction file as a servicing or billing provider, the provider record is ignored.

The completed file is loaded to the Oracle database to be utilized by the portal to complete provider search requests.

By updating this database weekly in a batch mode instead of hitting the DB2 MMIS databases real time for each request, response times will meet all associated response time Service Level Agreements (SLA).

Processing

```
┌─────────────────┐
│ Reads sorted Provider│
│ extract file &   sorted│
│ Claims NPI file and│
│ analyzes the     │
│ data             │
└─────────────────┘
         │
         ▼
      ◇ Validate ◇ ──── No ──┐
      ◇ NPI > 180 ◇          │
      ◇ days     ◇           │
         │                   │
        Yes                  │
         │                   │
         ▼                   │
      ◇           ◇          │
  No ─◇ NPI Match? ◇         │
      ◇           ◇          │
         │                   │
        Yes                  │
         │                   │
         ▼                   │
┌─────────────────┐          │
│ Create Provider Extract│◄──┘
│ o/p file         │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Prepare and send │
│ provider extract o/p file to│
│ FTP server       │
└─────────────────┘
         │
         ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
  ┌─────────────────┐
│ │ Placed Provider extract│   │
  │ file into FTP server│        FTP Server
│ └─────────────────┘   │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
         │
         ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
  ┌─────────────────┐
│ │ Cron  Request   │     │
  │ Processing      │
│ └─────────────────┘     │
         │
│        ▼                │
  ┌─────────────────┐        Web Portal Server
│ │ Web portal batch│     │
  │ process job reads│
│ │ provider extract file from│  │
  │ FTP server      │
│ └─────────────────┘     │
         │
│        ▼                │
  ┌─────────────────┐
│ │ Process data & Inserts│  │
  │ into Web portal │
│ │ database        │     │
  └─────────────────┘
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
         │
         ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
  ╭─────────────────╮
│ │                 │     │
  │ Oracle database │        Database Server
│ ╰─────────────────╯     │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

Provider Search – Utility Batch Initializer (PS-P-0004)

General Information

This program will read the Oracle databases Provider Pool Table (PS-T-0001) and Provider Exclusion Table (PS-T-0002) and extract all providers available for the search pool.

A file of the extracted data will be generated as an .xml spreadsheet and will automatically overlay the previous week's report on the portal server.

Please note there is no place on the Provider web portal that will link to this report.

The Virginia website will house a new web page for open source data http://data.virginia.gov/hhr/ and will link from that website to the report using the URL: https://www.virginiamedicaid.dmas.virginia.gov/wps/PA_VAProviderServices/VAPdfRenderServlet?selectedCode=PRV .

The user will have the option to open or save the report.

Reads sorted Provider extract file & sorted Claims NPI file and analyzes the data

Validate NPI > 180 days

No

NPI Match? Yes

No

Create Provider Extract o/p file Yes

Prepare and send provider extract o/p file to FTP server

Placed Provider extract file into FTP server

FTP Server

Cron Request Processing

Web portal batch process job reads provider extract file from FTP server

Web Portal Server

Process data & Inserts into Web portal database

Process data & generates spreadsheet

Database Server

Oracle database

Provider Search Spreadsheet

Web Portal Server

Screens

- Find a Health Care Provider – Search (PS-S-0001)
- Find a Health Care Provider – Results (PS-S-0002)
- Find a Health Care Provider – FAQ (PS-S-0003)

Find a Health Care Provider – Search (PS-S-0001)

General Information

This screen is used for entering search criteria with which to find a provider. The user will have the option to enter provider name information, provider type/specialty and/or location information. The user must enter at least one criterion in addition to the default values (in addition to the language default of 'English' and state default of 'VA').

The information supplied by the user will be used to search the Provider Pool Table and return any results to the Find a Health Care Provider – Results screen (PS-S-0002).

Screen Name	Find a Health Care Provider - Search
Source/Originator	Provider
Usage	Inquiry

SAMPLE – PS-S-0001

Data Elements

Data Element Name (ID)	Instructions
Search Provider Last Name or Organization (PDE-0100)	An individual provider's last name or an organization's name. This field will need at least 2 characters if the 'Starts With' radio button is used or a complete name, up to a max of 22 characters, with 'Exact'. This field is enterable.
Search Provider First Name (PDE-0101)	An individual provider's first name or continuation of organization name. This can be entered in combination with the last name but is not necessary. If this field is used, it will need at least 2 characters if the 'Starts With' radio button is used or a complete name, up to a max of 14 characters, with 'Exact'. This field is enterable.
Search Provider Type (PDE-0102)	This is a drop down list of the descriptions associated with all valid Provider Types. This information will be populated from a valid value table built from the valid provider types and their descriptions (see Data Element section for list). The user will be able to select an entry from this drop down. Only one entry is allowed. If the user changes a provider type, any previous selection is lost and the new selection is displayed. If no selection is made, the default is to all provider types.

	This field is protected (no manual entry is allowed) but the user can make a selection from this list.
Search Provider Specialty (PDE-0103)	This is a drop down list of all valid Provider Specialties associated to the Provider Type selected in the Provider Type drop down (see Data Element section for list). If no selection is made from the Provider Type, this drop down will not even appear on the screen. This information will be populated from a valid value table built from the valid provider type/specialty combinations. The user will be able to select an entry from this drop down. Only one entry is allowed. If the user changes a provider specialty, any previous selection is lost and the new selection is displayed. If no selection is made, the default is to all provider specialties associated with the selected provider type. The default selection will display as 'All'. This field is protected (no manual entry is allowed) but the user can make a selection from this list.
Search Provider Language (PDE-0104)	This is a drop down list of all valid provider languages except 'Other' (see Data Element section for list). This information will be populated from a valid value table built from the valid provider languages. The user will be able to select an entry from this drop down. Only one entry is allowed. If the user changes a language selection, any previous selection is lost and the new selection is displayed. If no selection is made, the default is to English. The default selection will display as 'English'. Note: Because of the language data in the MMIS, if a user selection includes 'English' then all providers with English or no existing language options will be included in the results. This field is protected (no manual entry is allowed) but the user can make a selection from the list.
Search Provider Address (PDE-0105)	A Provider's number and street address. This field will be used for an exact match against the MMIS provider information. This is an enterable field up to 40 characters (including spaces and special characters).
Search Provider City/County (PDE-0107)	This is a drop down list of all valid cities and counties within the Commonwealth of Virginia. This information will be populated from a valid value table built from the valid MMIS FIPS descriptions. The user will be able to select an entry from this drop down. Only one entry is allowed. If the user changes a city/county selection, any previous selection is lost and the new selection is displayed. If no selection is made, the default is to all cities/counties. The user can key in letters of the city/county desired and the drop down display will automatically begin the display with the city/county starting with that combination. This field is protected (no manual entry is allowed) but the user can make a selection from the list or key in letters to use as a starting point for the drop down list.

	Searches using this field will compare to the Locality in the Provider Search Pool to determine valid matches, but on the search results the provider's actual service address city will be displayed.	
Search Provider State (PDE-0108)	This is a drop down list containing all state abbreviations. This information will be populated from a valid value table build from the two character abbreviations for all US states and the District of Columbia. The user can key in letters of the state desired and the drop down display will automatically begin the display with the state abbreviation beginning with that combination. The default value is 'VA' and will be displayed initially. This field is protected (no manual entry is allowed) but the user can make a selection from the list or key in letters to use as a starting point for the drop down list.	
Search Provider Zip (PDE-0109)	This is the provider's primary zip code. This field will be used for an exact match against the MMIS provider information. This is an enterable field of 5 digits.	

Screen Navigation

Button/Link	Action	Link
Print	Conducts a web page screen print	N/A
Help	Opens up the FAQ for the user to access Provider Search FAQ	PS-S-0003 which will open in a separate window
Smiles for Children	Clicking on the 'click	https://gov-ser-vices.dentaquest.com/Router.jsp?component=Main&source=Logon&action=ProviderDirectory28

	here' link within the 'To locate a dentist click here (Smiles for Children) will take the user to the Smiles for Children website.	
Search	Takes all the information entered in the screen and processes it. If the necessary information is entered and all edits so successfully met, the	PS-S-0002

	user will be navigated to the results screen.		
Reset	Resets all the entered fields and stays on the same page	PS-S-0001	
Enter	Short cut for 'Search'	PS-S-0002	

button

Error Messages

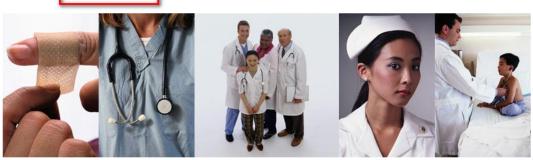| Data Element Name (ID)	Error	Associated Error Message
Search Provider Last Name or Organization (PDE-0100)	Only one character entered with 'Starts With' radio button selected will receive the error message when tabbing out of the field or clicking on the 'Search' button.	At least two characters are needed for the 'Starts With' functionality.
Search Provider Last Name or Organization (PDE-0100)	Field is left blank but radio button is changed to 'Exact'. The error message will be received when tabbing out of the field or clicking on the 'Search' button.	Invalid entry. Please enter the Provider's Last Name or Organization Name for use with the 'Exact' functionality.
Search Provider First Name (PDE-0101)	Only one character entered with 'Starts With' radio button selected will receive the error message when tabbing out of the field or clicking on the 'Search' button.	At least two characters are needed for the 'Starts With' functionality.
Search Provider First	Field is left blank but radio button is changed to 'Exact'. The error message will be received when	Invalid entry. Please enter the Provider's First Name for use with the

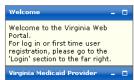| Name (PDE-0101)	tabbing out of the field or clicking on the 'Search' button.	'Exact' functionality.
Search Provider First Name (PDE-0101)	First Name field contains an entry but Last Name or Organization field is blank.	Last Name is Required
Search Provider Zip (PDE-0109)	If alphas are entered or less that 5 digits entered, the error message will be displayed when tabbing out of the field or clicking on the 'Search' button.	Invalid Zip Code. Please enter a valid 5 digit numeric zip code.
Search Button Or Enter (Search Shortcut)	If no additional information is requested other than the default of 'English' in the language and 'VA' in the state, then the following message will be displayed:	Apart from State and Language, at least one more criterion needs to be selected for a Provider Search.

Screen Access

Access to the Provider Search can be gained from the Provider Resources tab on the home page or the Provider Resources link.

Within the Provider Resources options, the 'Search for Providers' link will take the user to the Find a Health Care Provider search screen (PS-S-0001)

In addition the 'Search for Providers' link will be added to the Quick Links portlet immediately under the 'FAQ' link, as displayed in the screens below:

Virginia
Medicaid

| Home | Provider Services ▸ | Provider Resources ▸ | EDI Support ▸ | Documentation ▸ | FAQ |

Welcome — □

Welcome to the Virginia Medicaid Web Portal. This page allows registered provider organizations to log in. If you need to register, you can do so by clicking on the 'Web Registration' link in the 'First Time User Registration' box.

If you have any issues with registering or logging in, please see the Web Registration Reference Material (located through the Quick Links to the right) or contact the ACS Help Desk.

First Time User Registration — □

By registering you will be designated as the Primary Account Holder for your organization. As the designated Primary Account Holder, you can add, delete or modify user access.

If you are currently a user suppo[rt] associated with a Medicaid provid[er] Department of Medical Assistance Services, then as a new Primary Account Holder registrant, you must complete the following steps:
1. Establish a User ID, Password and security profile
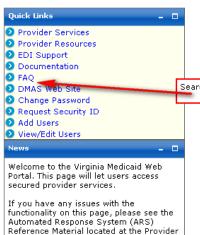2. Initiate the authentication process
3. Complete identity authentication with the Security ID generated and mailed to the provider

Search for Providers

Quick Links — □

▶ Provider Services
▶ Provider Resources
▶ EDI Support
▶ Documentation
▶ FAQ
▶ Web Registration Reference Material
▶ DMAS Web Site

Existing User Login — □

To access secure areas of the portal, please log i[n] by entering your User ID and Password.

* User ID: [   ]

* Password: [   ]

Forgot User ID?
Forgot Password?

Submit Reset

Virginia
Medicaid

| Home | Claims ▸ | Member ▸ | Service Authorization ▸ | Payment History | Profile Maintenance |

Quick Links — □

▶ Provider Services
▶ Provider Resources
▶ EDI Support
▶ Documentation
▶ FAQ
▶ DMAS Web Site
▶ Change Password
▶ Request Security ID
▶ Add Users
▶ View/Edit Users

Search for Provider

News — □

Welcome to the Virginia Medicaid Web Portal. This page will let users access secured provider services.

If you have any issues with the functionality on this page, please see the Automated Response System (ARS) Reference Material located at the Provider Reference Quick Link (to the left) or contact the ACS Help Desk (toll free) at 866-352-0496.

Welcome to the Virginia DMAS Medicaid Web Portal

Thank you for registering for access to the Virginia Medicaid Web Portal. You've successfully completed the first step in the

As the Primary Account Holder for your organization, you will need to initiate and complete the authentication proces[s] Requesting and applying a Security ID is a one time process to be completed only by the Primary Account Holder.

Step2 - Initiate the Authentication Process - click **'Request Security ID'** on the Quick Links to the left

[...] ID, click on 'Request Security ID' from the Quick Links on the left. Your security profile will be pr[esented] [...] Security ID. Check the 'Request Security ID' box. The Security ID will be generated and mailed to t[he] group provider) associated with your User ID from the registration process. For more complete instructions, please re[view] Reference.

While awaiting receipt of the Security ID, you may begin to establish your organization. To begin creating (or modifyin[g]) Users' or 'View/Edit Users' from the Quick Links on the left. For more complete instructions, please refer to the Quick Ref[erence] Organization. Once the Security ID is applied, it will be associated with all users you've previously established.

If you are a new user associated with a provider not currently enrolled in the Virginia Medicaid Program, you will need t[o] Services to approve your application before you can request a Security ID.

Step 3 - Complete Identity Authentication with the Security ID - click **'Apply Security ID'** that will be displayed o[n]

Upon receipt of the Security ID from your provider or group administrator, you need to apply the Security ID. To appl[y] Security ID' from the Quick Links on the left. Your security profile will be presented along with the two fields associate[d] Security ID in the appropriate field. For more complete instructions, please refer to the Web Registration Quick Referen[ce]

After the Security ID is applied, your user authentication will be complete. Once authenticated, the Security ID will be Account Holder and any previously established users within your organization. You or your designated Organization Admin[istrator] your user organization.

To begin creating (or modifying) your user organization, click 'Add Users' or 'View/Edit Users' from the Quick Links instructions, please refer to the Quick Reference for Establishing a Provider Organization.

Find a Health Care Provider – Results (PS-S-0002)

General Information

This screen will display any providers that resulted from a search of the Provider Pool Table using the search criteria previously entered on the Find a Health Care Provider – Search screen (PS-S-0001).

The portal program will use the criteria entered to retrieve any records within the Provider Pool table that meet the user's request.

Provider's that meet the criteria and have multiple sites will have only their sites that meet the criteria displayed. There could be instances there a provider would meet the criteria but not all the sites would (i.e. a request for a specific provider type or specialty that is only provided at one of the provider's sites).

Providers that meet the multiple criteria at the same site, will still only display once, but will include all the associated data. For instance if a request is for provider that speaks Spanish and is a Pediatrician, and there is a site that supports both, that site will only be displayed once.

Before displaying, the program will compare each of the selected providers against a Provider Search Exclusion table. If a provider exists on this table then that provider is eliminated from the results.

Screen Name	Find a Health Care Provider - Results
Source/Originator	Provider Pool Table
Usage	Display only

SAMPLE – PS-S-0002

Find a Health Care Provider — Search Results

Name	Provider Type	Speciality	Address	Phone	Language
▉	Audiologist Hearing Aid		12▉ R▉	(804) 5▉	English Other
▉	Nurse Practictioner	Family Nurse Practictioner OB/GYN Nurse Practictioner Pediatric Nurse Practictioner	4▉ R▉	(804) 5▉	English Spanish
▉	Physician	General Practice	7▉ ▉19	(804) 5▉	English Vietnamese
▉	Physician	Family Practice	12▉ Ri▉	(804) 5▉	English
▉	Clinical Psychologist Physician	Family Practice General Practice	7▉ G▉9	(804) 5▉	English Farsi

Showing 1 - 5 of 15   **New Search**   << 1 2 3 >>

Note: This screen will be built with as many results as can be displayed on a page (not just the five shown in the sample).

If there were no providers in the Provider Pool that met the search criteria previously entered, this screen will display with the message 'No Providers Found Matching the Search Criteria Entered.' in red behind the 'Search Results' title and all columns will be blank.

On the bottom of the screen there will also be a 'New Search' button that will allow the user to return to a new Find a Health Care Provider – Search screen (PS-S-0001) to enter new search criteria.

Results will sort in the following order (prior to display):

Column Name	Table Sort Order
Last Name	1st
First Name	2nd
Provider Type (first only)	3rd
Specialty Type (first only)	4th
City	5th
Address	6th
Language	7th

Within each column, the search results will be displayed in the following hierarchy:

Column Name	Column Sort Order	Column Display
Name	Primary	Alphabetic, Ascending
Provider Type	N/A	If selection made, matching criteria displayed first. All others (or all if no selection made) in ascending alphabetic order
Specialty	N/A	If selection made, matching criteria displayed first. All others (or all if no selection made) in ascending alphabetic order
Address	Secondary	Alphabetic, Ascending by City; If duplicate city, then alphabetic, ascending by street address
Phone	N/A	Single display
Language	N/A	If selection made, matching criteria displayed first. All others (or all if no selection made) in ascending alphabetic order

Note: Screen Sample assumed no selection criteria for provider type, specialty or language so default display used.

Data Elements

Data Element Name (ID)	Instructions
Search Provider Name (PDE-0110)	This is a concatenation of the Provider's Last Name and First Name or the organization name. Any active provider, meeting the search criteria previously entered will be displayed. This is a protected column/field but the column is sortable by name.
Search Provider Type (PDE-0102)	This is a list of descriptions of all the provider types associated with the individual provider or organization listed in the 'Name' column. This will only be the provider types associated with the servicing address from the 'Address' column. This is a protected column/field and is not sortable.
Search Provider Specialty (PDE-0103)	This is a list of all the specialties associated with the individual provider or organization listed in the 'Name' column. This will only be the specialties associated with provider types associated with active sites. This is a protected column/field and is not sortable.
Search Provider Service Address (Not a new data element but a combination of PDE-0105, PDE-	The field will display the individual provider or organization's servicing address. It will include the Address Line, City, State and Zip. This is a protected column/field and is not sortable.

0107, PDE-0108 and PDE-0109)	
Search Provider Service Phone (PDE-0130)	The field will display the individual provider or organization's phone number associated with the servicing address from the 'Address' column. This is a protected column/field and is not sortable.
Search Provider Language (PDE-0104)	The field will display any languages supported by this individual provider or organization. This is a protected column/field and is not sortable.

Screen Navigation

Button/Link	Action	Link
Print	Prints the complete web page (print all not just a screen print).	N/A
Help	Opens up the FAQ for the user to access Provider Search FAQ	PS-S-0003 which will open in a separate window
Page Scrolling	If more than one page of results exists, this will allow the user to scroll to subsequent or previous pages.	N/A
New Search	Takes the user back to a new Find a Health Care Provider – Search screen for entry of new search criteria.	PS-S-0001

Error Messages

N/A

Screen Access

No direct access to this screen. The user will only see this screen after successfully having entered search criteria from the Find a Health Care Provider – Search screen (PS-S-0001).

Find a Health Care Provider – FAQ (PS-S-0003)

General Information

This is a screen that will appear in a separate window containing the Frequently Asked Questions associated with Find a Health Care Provider.

There will be two mechanisms with which this FAQ can be accessed, through the 'Help' link on both the Find a Health Care Provider Search and Results screens or this can also be accessed through the FAQ tab and associated links.

Screen Name	Find a Health Care Provider - FAQ
Source/Originator	ECM
Usage	Display only

SAMPLE – PS-S-0003

Virginia Medicaid Web Portal
Claims Direct Data Entry (DDE)
Frequently Asked Questions
Revised 07/12/2011

FAQ Contents

General Questions

How do I access the new Virginia Medicaid Web Portal?

The Virginia Medicaid Web Portal can be accessed through the following link:
www.virginiamedicaid.dmas.virginia.gov

Which user roles within an organization will have access to the Claims DDE functionality?

Users with the role of Primary Account Holder, Organization Administrator or Authorized User – Claims will have access to this functionality.

Where can I find the Claims DDE functionality on the portal?

Note: This is an example of FAQ for another part of the portal. The exact questions for the Provider Search will be established and submitted to DMAS for review and approval and then loaded to the portal for retrieval.

Data Elements

N/A

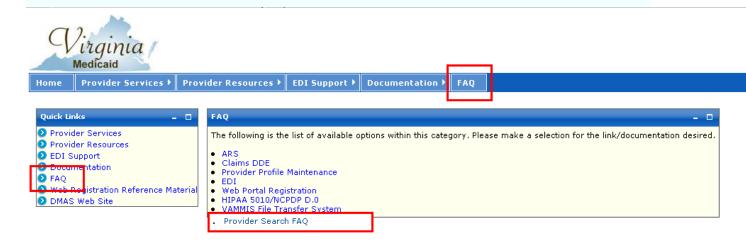## Screen Navigation

N/A

Error Messages

N/A

Screen Access

Users can access the FAQ via the FAQ tab or FAQ link:

Or from the 'Help' link on both the Find a Health Care Provider Search and/or Results screens.

Find a Health Care Provider   Print | Help

Search for a provider using the following criteria: Name, Provider Type, Language, or Location. Please note that no fields are mandatory, but at least one field must be entered.

Provider Name Search

Disclaimer:
 Please note that the Medicaid enrolled providers listed on the search results may not be accepting new Medicaid patients and may require a referral from your existing provider prior to rendering health care services to you. The information contained is the most up to date data available.

If you wish to find a specific provider or group practice/hospital, you must enter at least the first two letters of the last name of the provider or practice below. If you spell the entire name, please be sure to spell the name correctly, as the system will be looking for an exact match to what you entered. To narrow the search for a specific provider, you may optionally enter the first name in the appropriate field. Click on the Search button when you have entered the search criteria.

Last Name or Practice Name   First Name (Optional)

● Starts With ○ Exact   ● Starts With ○ Exact

Provider Type and General Preferences Search

If you need to find providers of a particular type (like physicians, optometrists, etc.) and/or providers who support a specific language, enter one or both of the two search criteria fields below. If a provider type you are looking for is not in this list, contact the Provider Enrollment Services Helpdesk at 888-829-5373.

Provider Type   Provider Specialty   Language

    To locate a dentist click here (Smiles for Children)

Provider Location Search

If you need to find providers based on the location of their practice, please enter the parts of the address on which you want to search.

You may combine "Provide Locaction Search" with "Provider Type and General Preferences Search" ard/or "Provider Name Search", if you desire.

                    Address   City/County   State   Zip

                                         Please select a city   VA

                                                                          Search   Reset

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Find a Health Care Provider   Print   Help

Search Results

Name	Provider Type	Speciality	Address	Phone	Language
Harry's Hearing	Audiologist Hearing Aid		1234 Main Street Richmond, VA 23233	(804) 555-1212	English Other
Quinn, Michaela	Nurse Practictioner	Family Nurse Practictioner OB/GYN Nurse Practictioner Pediatric Nurse Practictioner	456 Broad Street Richmond, VA 23219	(804) 555-2345	English Spanish
Roberts, Bob	Physician	General Practice	789 Cox Blvd Glenn Allen, VA 23219	(804) 555-4567	English Vietnamese
Roberts, Bob	Physician	Family Practice	123 Westerre Pkway Richmond, VA 23233	(804) 555-2323	English
Welby, Marcus	Clinical Psychologist Physician	Family Practice General Practice	789 Cox Blvd Glenn Allen, VA 23219	(804) 555-4456	English Farsi

Showing 1 - 5 of 15   New Search   << 1 2 3 >>

Tables – MMIS/DB2

N/A

No direct DB2 calls; All provider search inquiries will go against the portal Provider Pool and Provider Exclusion Tables.

Tables – Portal

- Provider Pool Table (PS-T-0001)
- Provider Exclusion Table (PS-T-0002)
- Valid Value Tables

    - Provider Type Description
    - Provider Specialty Description
    - Provider City/County (Locality/FIPS) Description
    - Provider Language
    - Provider State

Provider Pool Table (PS-T-0001)

General Information

This table will contain all the fields associated with a provider that will be used for searching against or for the displaying of results.

Table Name	Provider Pool Table (PS-T-0001)
Source/Originator	Provider Search – Establish Provider Pool (PS-P-0003)
Usage	Inquiry

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.
Search Provider Last Name or Organization (PDE-0100)	An individual provider's last name or an organization's name.
Search Provider First Name (PDE-0101)	An individual provider's first name or continuation of organization name.
Search Provider Address (PDE-0105)	A Provider's number and street address for the active servicing site. There will be a record written for each active servicing site associated to an active provider.
Search Provider City/County (PDE-0107)	The city/county associated with the active servicing site.
Search Provider State (PDE-0108)	The state associated with the active servicing site.
Search Provider Zip (PDE-0109)	The zip code associated with the active servicing site.
Search Provider Service Phone	The area code and phone number associated with the active servicing site.

(PDE-0130)	
Search Provider Type (PDE-0102)	The valid provider types associated with the active servicing site. There will be up to 108 provider types.
Search Provider Specialty (PDE-0103)	The valid specialties associated with the provider types associated with the active servicing site. There will be up to 120 provider specialties.
Search Provider Language (PDE-0104)	The valid languages supported by this servicing provider. There will be up to 7 languages.
Search Provider Locality (PDE-0106)	The locality/FIPS code associated with the provider's servicing address.

Provider Exclusion Table (PS-T-0002)

General Information

This table will contain a list of any providers that have been authorized by DMAS for exclusion from the provider search process.

DMAS will furnish the NPI for any provider to be excluded or to be included again (if previously excluded).

After the provider search criteria is entered in to the Find a Health Care Provider – Search screen (PS-S-0001) it goes against the Provider Pool Table (PS-T-0001) in search of providers meeting that selection criteria.

Before that resulting provider information is displayed, the selected NPIs are compared against this table. If a provider exists, it's removed from the results before being displayed.

Table Name	Provider Exclusion Table (PS-T-0001)
Source/Originator	DMAS Notification
Usage	Inquiry

Data Elements

Data Element Name (ID)	Instructions
Servicing Provider ID (NPI/API) (PDE-0210)	A unique identification number assigned to a servicing provider.

Valid Value Tables

General Information

Valid value tables will be used primarily for the creation of the drop downs for the Find a Health Care Provider – Search (PS-S-0001). The valid values associated with that data element will be used to map to the appropriate description.

The following valid values and descriptions will be constructed from the Mainframe data built from the tables noted.

Portal Field	Data Element Name (ID)	Description Source (Table and Data Element)
Provider Type	Provider Type (DE 4006)	PS-PVTYPE-R – Provider Type Description Table DE 4296 – Provider Type Description
Provider Specialty	Provider Specialty Code (DE 4007)	PS-SPECIALTY-R – Specialty Description Table DE 4298 – Provider Specialty Code Description
Provider Language	Provider Language Type (DE 4420)	Hard coded list of valid values DE 4420 - Provider Language Type
City/County	MMIS Locality-Code based on Postal Code (DE 5254)	RF-Locality – Reference Locality Table DE 5255 – Locality Name
State	Provider Address State (DE 4098)	Hard coded list of valid values